

S-E-C-R-E-T

DD/S 58-4873

11 December 1958

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Planning Group Meeting
24 November 1958

BACKGROUND

On 14 October 1958 the Acting Deputy Director (Plans) wrote the other Deputy Directors and the Special Assistant to the Director (P & D) pointing up the need for over-all planning and coordination with respect to the many "separate initiatives being taken by all CIA offices in the direction of speedier communications and reporting." He proposed that an Agency Planning Group be established to deal with this problem.

On 10 November 1958 the Deputy Directors, the Special Assistant to the Director (P & D), and a representative of the Inspector General, agreed to the DD/P proposal and set out two major problems for the Planning Group to study: first, the question of "what documents and how many should be in the communications system"; and second, the question of "how can we handle the material more expeditiously." It was decided that a DD/T member should chair the Group during the study of the first problem and the Director of Communications during the study of the second problem. However, the chairman designated for the first phase [redacted] will be away for several weeks; so it was agreed that [redacted] of SA/PD/DCI would serve in this capacity temporarily.

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INITIAL MEETING

The initial meeting of the Agency Planning Group for a Mechanically Integrated Reporting and Communications System was held Tuesday, 25 November 1958 at 0930 hours.

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PRESENT:

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Acting Chairman
Office of Communications
Office of Communications
Office of Communications
Special Planning Assistant - DD/S
Office of Security
Office of Security
Management Staff

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Deputy Director (Plans) Representative
 Deputy Director (Plans) Representative
 Deputy Director (Intelligence) Representative
 Deputy Director (Support) Representative
 Secretary

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MINUTES:

1. As a first step in organizing the Planning Group, the Chairman asked for an expression from each member as to how the Group should approach its task. The exchange of views which followed, including suggestions for a number of specific topics to be studied, indicated an immediate need for the members of the Group to: (a) obtain a better understanding of the background and technical details of some of the specific matters with which they would have to deal, and (b) be placed on a somewhat more even footing with respect to their knowledge of present conditions and proposed developments in the reporting and communications fields.

2. Accordingly, it was agreed that a series of background briefings would be presented as quickly as possible, after which the Group would proceed with its formal organization and lay out its work schedule. Ten topics were selected for presentation as follows:

	<u>TOPIC</u>	<u>PRESENTED BY</u>	<u>DATE</u>
(1)	CRITIC System	DD/I	2 December 1958
(2)	OCR Dissemination System	OCR	2 December 1958
(3)	Analytical Processes of Intelligence Research	ORR	2 December 1958
(4)	Reporting & Communications Developments in the Military Services	OCR	2 December 1958
(5)	Dissemination System of CIA Cable Secretariat	CIA Cable Sec	4 December 1958
(6)	Evaluation Problems as seen by Reporting Officers	DD/P	4 December 1958
(7)	CIA's Electrical Communicat- ing System	D/CO	9 December 1958
(8)	Teletape Communicatg System	DD/P	9 December 1958
(9)	State & Military Pouch Facilities	Mgmt.	11 December 1958
(10)	Security Considerations	Security	11 December 1958

3. It was the consensus of the Group that its membership should be broadened to include every major organizational element which has a direct interest in the problems to be studied. The Chairman asked that the CIA Cable Secretary and a representative of the Office of Training be issued specific

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invitations to join the Group. (This was later extended to include also representatives of the Inspector General and the Deputy Director (Coordination.)



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SA-DD/S:WV:jlf (11 Dec 58)

Distribution:

- 1 - SA/PD/DCI [redacted]
- 1 - [redacted] DD/P
- 1 - IG (Mr. [redacted])
- ✓ 3 - DD/I (Mr. [redacted])
- 1 - OIR (Mr. [redacted])
- 1 - [redacted]
- 1 - SPA-DD/S
- 3 - D/Commo
- 2 - D/Sec [redacted]
- 2 - C/Mgmt Staff
- 1 - Cable Sec, DCI [redacted]
- 1 - DD/C [redacted]
- 1 - OCI [redacted]
- 1 - OCR [redacted]
- 1 - ORR [redacted]
- 3 - SA-DD/S
- 3 - DD/S

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